

SECRETARY'S ADVISORY COMMITTEE ON ANIMAL HEALTH CHARTER

1. Committee's Official Designation

This charter renews the Secretary's Advisory Committee on Animal Health (the "Committee").

2. Authority

The Secretary for the U.S. Department of Agriculture (USDA) establishes the Committee in accordance with the Federal Advisory Committee Act (FACA) as amended, 5 U.S.C. App. 2.

3. Objectives and Scope of Activities

The Committee's purpose is to advise the USDA on strategies, policies, and programs that prevent, control, and/or eradicate diseases of national significance. The Committee will bring animal health from a one-health perspective, including natural resources, public health, livestock economies, emerging and other diseases, comprehensive surveillance, traceability, import/export strategies, and other related aspects of agriculture.

4. Description of Duties

The Committee shall advise USDA on matters pertaining to animal health. The Committee is advisory in nature and its counsel will encompass the following:

- One Health principles drawn from emerging animal-human-environmental factors that safeguard and sustain U.S. agriculture;
- Comprehensive animal health surveillance strategies, detection, prevention, traceability, and early response to adverse animal health events;
- International trade initiatives as they relate to USDA goals and objectives;
- Engaging partners and stakeholders among traditional, Tribal, State, small and minority farmers, and nontraditional livestock producers in safeguarding animal health; and
- Prioritizing animal health initiatives.

5. **Agency or Official to Whom the Committee Reports**

The Committee reports to the Secretary of Agriculture.

6. **Support**

Veterinary Services' Surveillance, Preparedness and Response Services will provide programmatic support to the Committee, which will include the Designated Federal Official (DFO) responsibility conducting Committee official duties. Veterinary Services' Program Support Services will provide administrative support to the Committee and DFO, which will include planning, logistics coordination, and regulatory support.

7. **Estimated Annual Operating Costs and Staff Years**

The estimated annual fiscal year cost for Committee operations is \$70,000 with an equivalent of .33 FTE (.25 full-time equivalent of a GS-11 and .08 full-time equivalent of a GS-14). Committee Members' shall receive reimbursement for travel-related expenses in the performance of their duties away from their homes or regular places of business, including per diem in lieu of subsistence, as authorized by 5 U.S.C. 5703.

8. **Designated Federal Official**

A permanent Federal employee will be appointed in accordance with agency procedures and will serve as the DFO. The DFO will approve the advisory committee and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, collaboratively chair meetings with the Committee chairpersons, or chair meetings when directed to do so by the official to whom the Committee reports.

9. **Estimated Number and Frequency of Meetings**

The Committee may meet up to six times per year, which will include no more than two in-person meetings. Remaining meetings will be held via recorded webinars or public teleconferences.

10. **Duration**

Continuing.

11. **Termination**

The Committee will terminate two years from the date the charter is filed, unless the charter is renewed in accordance with Section 14 of FACA (5 U.S.C. App. 2 §).

12. **Membership and Designation**

The Committee will consist of up to 20 members. The Secretary appoints members from among self-nominations or nominations submitted by others. All members will have relevant experience in agriculture that enables them to participate fully in the work of the Committee. Such experience may be derived from involvement with industry/trade groups, farming/ranching production, animal agriculture marketing, teaching, studying, and other relevant expertise in agriculture. All members of the Committee may be designated representatives, Regular Government Employee (RGE) or Special Government Employees under FACA rules. They will serve on a voluntary basis and without compensation. Members may receive reimbursement for travel expenses and per diem in accordance with Standard Government Travel Regulations provided funds are available. Other aspects of Committee membership and designation are as follows:

- a. This Committee will be fairly balanced in its membership in terms of the points of view represented and the functions to be performed. Steps will be taken to encourage fresh points of view, such as establishing staggered membership terms and limiting the number of renewed memberships.
- b. The points of view sought for this Committee will require representatives from a variety of geographic locations, representing a broad spectrum of individuals and groups with agricultural interests. One Regular Government Employee (RGE) will be competitively appointed to serve along with one Special Government Employee (SGE). Both the RGE and SGE will have comprehensive backgrounds in animal health. The remaining eighteen members will be appointed as representatives of the following groups:
 - Cattle producers/cattle producer groups (3);
 - Poultry producers/poultry producer groups (2);
 - Swine producers/swine producer groups (2);
 - Sheep and goat producers/sheep and goat producer organizations (1);
 - Aquaculture producers/aquaculture producer groups (1);
 - Veterinary public health or animal welfare (1);
 - Wildlife/zoo biologists or veterinarians (1);

- Veterinarians/veterinary professional organizations (2);
- Agricultural research/academia/scientists (SGE);
- Veterinary Medical Officer (RGE);
- Organic producers/organic producer groups (1);
- Tribal (1);
- State animal health officials (2); and
- Livestock marketing and processing groups (1).

The numbers following each group represent the preferred distribution of the candidates among the various groups. The groups represented indicate a balanced Committee.

- c. Of these members, one will serve chairperson, and a second will serve as vice chairperson. Both will be elected by members based on a simple majority, and second highest, number of votes before at the first administrative meeting of new members. The Chair and Vice Chair will be recognized for their abilities to lead a group in a fair and focused manner and will serve for a 2-year term.
- d. Ethics Statement

To maintain the highest levels of honesty, integrity and ethical conduct, no Committee or subcommittee member shall participate in any "specific party matters" (i.e., matters are narrowly focused and typically involve specific transactions between identified parties) such as a lease, license, permit, contract, claim, grant, agreement, or related litigation with the Department in which the member has a direct or indirect financial interest. This includes the requirement for Committee or Subcommittee members to immediately disclose to the DFO (for discussion with USDA's Office of Ethics) any specific party matter in which the member's immediate family, relatives, business partners or employer would be directly seeking to financially benefit from the Committee's recommendations.

All members will receive ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee's advice and recommendations. Members appointed as "Representatives" are not subject to Federal ethics laws, because such appointment allows them to represent the point(s) of view of a particular group, business sector, or segment of the public.

Members appointed as SGEs are considered intermittent Federal employees and are subject to Federal ethics laws. SGEs are appointed due to their personal knowledge, academic scholarship, background, or

expertise. No SGE may participate in any activity in which the member has a prohibited financial interest. Appointees who are SGEs are required to complete and submit a Confidential Financial Disclosure Report (OGE-450 form). Upon request, USDA will assist SGEs in preparing these financial reports. To ensure the highest level of compliance with applicable ethical standards, USDA will provide ethics training to SGEs on an annual basis. The provisions of these paragraphs are not meant to exhaustively cover all Federal ethics laws and do not affect any other statutory or regulatory obligations to which advisory committee members are subject.

e. **Equal Opportunity Statement**

Equal opportunity practices, in line with USDA policies, will be followed in all membership appointments to the committee. To ensure that the recommendations of the committee have taken into account the needs of the diverse groups served by the Department, membership shall include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

The USDA prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, political beliefs, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs).

13. **Subcommittees**

The Animal and Plant Health Inspection Service has the authority to create subcommittees and may form subcommittees for purposes consistent with this charter. All subcommittees must report back to the parent committee and may not provide advice or work products directly to the Agency.

14. **Recordkeeping**

The records of this Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public

inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.
Information about this Committee is available online at:

<https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/sacah>

15. **Filing Date**

SEP - 2 2016